

Administrative Services

Rich Colwell, Director

MISSION STATEMENT

To cost-effectively provide a wide range of administrative services, collection services, procurement services, print shop services, and technology services that are essential for customer departments to efficiently deliver quality and timely services to the citizens of Placer County.

Appropriation	Actual 2002-03	Position Allocations	BOS Adopted 2003-04	Position Allocations
Information Technology	\$ 4,380,734	43	\$ 6,024,932	39
Procurement	648,800	9	645,904	9
Revenue Services	1,214,124	15	1,357,318	15
Telecommunication Services (Internal Service Fund)	4,559,205	16	5,098,182	20
Central Services (Internal Service Fund)	1,997,320	10	2,001,508	10
Administration & Support	302,528	10	389,221	10
Total:	\$ 13,102,711	103	\$ 15,517,065	103

CORE FUNCTIONS

Information Technology (IT)

Provides comprehensive consulting services, including project planning and management for system implementations. IT is also responsible for planning, implementing, administering and maintaining the County's data systems, including servers, data storage, firewall, and security systems.

Procurement

Provides centralized purchasing services to county departments for the procurement of materials, equipment and services and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws.

Revenue Services

Provides centralized billing and collection services to secure funds entitled to Placer County and other government entities.

Telecommunication Services (Internal Service Fund)

Provides planning, development and logistical support of all countywide communication systems, including telephone and radio services.

Central Services (Internal Service Fund)

Provides efficient and economical reprographic, mail and records management services. This includes design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience-copier service, forms and paper inventory, United States mail service, United Postal Service and interoffice mail service and coordination and standard-setting for County records storage and retention.

Administration & Financial Services

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ADMINISTRATION & SUPPORT

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

FY 2002-03 Major Accomplishments

- Initiated the 2003-07 Information Technology Strategic Planning and Priority Setting process that includes both customer systems and infrastructure improvements.
- Achieved major progress in implementing information technology mission critical system purchases and upgrades, including the integrated public safety, permits, Geographic Information System (GIS), payroll/personnel, library, imaging, and on-line services.
- Completed Countywide Radio Network Strategic Plan and began implementation of Phase I of the plan.
- Continued to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Automated the Revenue Services Division's working strategies for the collection system to streamline and expedite the flow of accounts and increase "hard collections."
- Implemented a formal Procurement Division Cost Savings/Cost Avoidance Program.
- Maintained a high level of Central Services customer service and satisfaction while printing more than 5,600,000 impressions, many of which were in full color, including the *Placer's Gold*, and processing over 1,500,000 pieces of United States mail, 2,100 United Postal Service (UPS) parcels, and 550,000 interoffice mail envelopes and delivery.

FY 2003-04 Planned Accomplishments

- Continue to implement the 2003-2007 Information Technology Strategic Plan and project priorities.
- Continue to implement information-technology mission critical systems, including integrated public safety, permits, GIS, payroll/personnel, library, and on-line services.
- Implement Phase I of the Countywide Radio Network Strategic Plan and begin planning for Phase II of the plan.
- Continue to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Continue efforts to increase Revenue Services collection amounts while maintaining a high level of professionalism and County Executive Office, customer departments', and public satisfaction.
- Obtain Purchasing Division Achievement In Excellence Award from the National Purchasing Institute.
- Continue to provide Central Services programs at a lower cost and a higher quality than private-sector alternatives.

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Department Comments

The Administrative Services Department has worked closely with the County Executive Office and customer departments to develop strategic plans relating to mission-critical information-technology systems, the countywide radio, data and voice networks, and 24-hour, easy-to-use, on-line services for county residents. During the past year the department has moved forward on several specific new system-implementation projects that will provide a wide range of tools for our customer departments in management of key public safety, land use, and general-government functions.

The most challenging aspect for our department over the next year will be to successfully coordinate the efforts of the multidepartmental and multijurisdictional work teams that will benefit from the new technologies being installed. Our Public Safety Regional Information System and Radio Network projects will both benefit and require the active participation of all of the law-enforcement and fire agencies within the County, as well as several public safety agencies from the state and neighboring counties. Our new land use applications, permit tracking and GIS require a cooperative effort among several Placer County departments as well as coordination with outside agencies. The potential implementation of the County's first fully integrated payroll/personnel system will require business modifications for every department within the County.

The technology and management challenges the department is facing will be matched by the challenges related to the local government budget climate. All public safety and general-government agencies we are supporting will have limited staff resources to assist in the implementation and coordination of work necessary to successfully implement the new technology. Our ability as a county and region to obtain state and federal grants to fund the radio network will be more difficult with limited staffing and nationwide competition increases. However, with the direction provided by Board-adopted strategic plans and a cooperative, inclusive work approach, the department is confident we can continue to progress toward the county's goals.

County Executive Comments And Recommendations

Although the gross expenditures for the *Administrative Services Division* have increased from FY 2002-03 due to normal cost increases, the net unreimbursed cost has decreased due to increased reimbursements and allocation of costs to other divisions of the department.

The net unreimbursed cost for the *Information Technology Services Division* provides sufficient funding for the division to meet current and projected workload requirements necessary to implement critical automation projects, including the County's new payroll/personnel system, permits-tracking system, an upgrade of the public safety data and communications system, and the first phases of a comprehensive radio-replacement project. Full-year funding is included in this budget for one new position of an information technology analyst; however, six positions have been transferred to the Telecommunications Services Division to streamline and improve efficiencies and customer service in both divisions. Estimated revenue and other reimbursements to this budget have decreased slightly due to a reduction in system software license and support costs that are typically passed on to customers.

The net unreimbursed cost for the *Revenue Services Division* has increased from FY 2002-03 due to customary cost-of-business expenditures. Revenues may appear to have increased substantially, but this is primarily due to a change in the way that the revenues are accounted for in the budget. Although not intended to be a reflection of any concern about staff effectiveness and dedication to good customer service, during FY 2003-04 this program will be reviewed to determine whether there are other organizational models and approaches that could improve the collection of revenues or otherwise achieve efficiencies.

The net unreimbursed cost of the *Procurement Services Division* has decreased due to a retirement of a senior manager and expected related economies in personnel expenditures that will be achieved during FY 2003-04.

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The net unreimbursed cost of *Telecommunications*, an internal service budget, is reduced from FY 2002-03 primarily due to increased reimbursements from customers and additional revenues associated with a realignment of staff between budgets. The recommended expenditures include the cost of six positions transferred from the Information Technology budget to improve customer service, achieve more efficient operations, and better support the computer network and telephone-system infrastructure. In addition, the recommended budget includes funding for network analyzing and testing equipment, and upgraded telephone switching equipment and software in Roseville.

The net unreimbursed cost of *Central Services*, an internal service budget, has increased from FY 2002-03 but is offset by the expected carryover fund balance. The recommended budget has increased due to increases in equipment replacement expenditures, offset in part by a reduction in scheduled overhead charges from the County General Fund (A-87 Charges). The recommended equipment purchases include a high volume automated paper cutter, an offset printer, desktop-publishing system and records storage shelving for the County Records Center. Although the cost of the equipment is offset by reserves, this budget will be monitored and may need to be adjusted prior to adoption of the final County budget to ensure a balance between planned expenditures and updated revenue projections, and a desire to keep customer rates as low as practical given the overall budget constraints.

Final Budget Changes from the Proposed Budget

The *Information Technology* and the *Telecommunications* budgets have increased due to carry-over expenditures for the upgrade of various information systems and for equipment purchases, including the Sheriff's Regional Public Safety System and the County's Property Management System. Other purchases are for a radio repeater and two satellite systems in the Tahoe area.

The net budget for *Revenue Services* has increased due to a reduction in revenue from civil assessment fees. Based upon a recent agreement with the Superior Court, the County will receive a smaller portion of this revenue and it will be deposited within another county budget. The net budget of Central Services has decreased slightly due to a reduction in estimated fund balance carry-over resulting in a reduction in planned equipment purchases.

INFORMATION TECHNOLOGY SYSTEMS DIVISION FUND 100 / APPROPRIATION 11040

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 2,880,295	\$ 3,437,713	\$ 3,515,573	\$ 3,515,573	2%	\$ 3,515,573
Services and Supplies	2,547,853	2,667,723	3,925,894	3,786,929	42%	4,228,400
Capital Assets	82,514	75,018	-	-	-100%	-
Intra Fund Charges	240,049	272,476	287,815	287,815	6%	287,815
Gross Budget:	<u>5,750,711</u>	<u>6,452,930</u>	<u>7,729,282</u>	<u>7,590,317</u>	18%	<u>8,031,788</u>
Intra Fund Credits	(1,891,695)	(2,072,196)	(2,006,856)	(2,006,856)	-3%	(2,006,856)
Net Budget:	<u>\$ 3,859,016</u>	<u>\$ 4,380,734</u>	<u>\$ 5,722,426</u>	<u>\$ 5,583,461</u>	27%	<u>\$ 6,024,932</u>
Revenue						
Charges for Services	317,742	420,234	342,212	342,212	-19%	342,212
Miscellaneous Revenue	141	327	-	-	-100%	-
Total Revenue:	<u>\$ 317,883</u>	<u>\$ 420,561</u>	<u>\$ 342,212</u>	<u>\$ 342,212</u>	-19%	<u>\$ 342,212</u>
Net County Cost:	<u>\$ 3,541,133</u>	<u>\$ 3,960,173</u>	<u>\$ 5,380,214</u>	<u>\$ 5,241,249</u>	32%	<u>\$ 5,682,720</u>
Allocated Positions	44	43	39	39	-9%	39

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CORE FUNCTION: INFORMATION TECHNOLOGY

Project Management Program

Program Purpose: To provide a comprehensive range of project management and consulting services that includes planning, feasibility studies, and management, within Administrative Services and for other departments, for implementation of critical technology solutions, as well as countywide technology, in order to enhance the County's ability to efficiently provide quality services to the citizens of Placer County.

Total Expenditures: \$2,774,614

Total Staffing: 9.0

- **Key Intended Outcome:** Departments receive the guidance to make effective decisions and implement successful technology.

Project Management Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of consultations conducted	60	N/A	50
# of studies accomplished per year	75	N/A	40
# of technology implementation completed per year	25	N/A	25

Systems Operations Program

Program Purpose: In support of county departments, staff the network customer-service center, administer and maintain secure network systems, and work with project management on the implementation of technology projects.

Total Expenditures: \$4,954,668

Total Staffing: 30.0

- **Key Intended Outcome:** Departments utilize available and secure systems to support their daily information-technology needs.

Systems Operations Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
% of system availability maintained	98%	N/A	98%
% of customer requests closed within three days or less	80%	N/A	82%
# of calls taken within the Customer Service Center per month	400	N/A	400

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PROCUREMENT SERVICES FUND 100 / APPROPRIATION 10400

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 507,971	\$ 595,892	\$ 610,140	\$ 585,633	-2%	\$ 585,633
Services and Supplies	45,307	52,351	57,126	57,126	9%	57,126
Intra Fund Charges	24,970	21,264	24,427	24,427	15%	24,427
Gross Budget:	<u>578,248</u>	<u>669,507</u>	<u>691,693</u>	<u>667,186</u>	0%	<u>667,186</u>
Intra Fund Credits	(10,335)	(20,707)	(21,282)	(21,282)	3%	(21,282)
Net Budget:	<u>\$ 567,913</u>	<u>\$ 648,800</u>	<u>\$ 670,411</u>	<u>\$ 645,904</u>	0%	<u>\$ 645,904</u>
Revenue						
Charges for Services	35,967	252	203	203	-19%	203
Miscellaneous Revenue	20,373	15,358	18,660	18,660	22%	18,660
Total Revenue:	<u>\$ 56,340</u>	<u>\$ 15,610</u>	<u>\$ 18,863</u>	<u>\$ 18,863</u>	21%	<u>\$ 18,863</u>
Net County Cost:	<u>\$ 511,573</u>	<u>\$ 633,190</u>	<u>\$ 651,548</u>	<u>\$ 627,041</u>	-1%	<u>\$ 627,041</u>
Allocated Positions	9	9	9	9	0%	9

CORE FUNCTION: PROCUREMENT SERVICES

Centralized Purchasing Services Program

Program Purpose: To provide purchasing services to County departments for the procurement of materials, equipment and service; manage the County's request for process; and maintain consistency in buying practices and compliance with all applicable laws.

Total Expenditures: \$691,693

Total Staffing: 9.00

- **Key Intended Outcome:** Departments receive products and services that are cost effective and timely.

Centralized Purchasing Services Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
% of purchase orders issued within two weeks from receipt of requisition	90%	N/A	90%
% of request for proposals processed within 90 days from receipt of requisition	90%	N/A	90%
% of formal bids processed within 60 days from receipt of requisition	90%	N/A	90%
# of cost-benefit scenarios prepared – \$ saved/cost avoided	75/\$650,000	N/A	80/\$700,000
% of customers who rate customer service as good or better	90%	N/A	92%

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REVENUE SERVICES FUND 100 / APPROPRIATION 10280

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 567,054	\$ 654,542	\$ 771,551	\$ 768,267	17%	\$ 768,267
Services and Supplies	348,128	437,100	489,591	475,991	9%	475,991
Intra Fund Charges	244,776	231,013	216,360	216,360	-6%	216,360
Gross Budget:	1,159,958	1,322,655	1,477,502	1,460,618	10%	1,460,618
Intra Fund Credits	(891,494)	(108,531)	(103,300)	(103,300)	-5%	(103,300)
Net Budget:	\$ 268,464	\$ 1,214,124	\$ 1,374,202	\$ 1,357,318	12%	\$ 1,357,318
Revenue						
Fines, Forfeits & Penalties	177,683	1,142,501	881,100	935,100	-18%	735,100
Revenue from Use of Money & Property	15,296	6,089	-	-	-100%	-
Charges for Services	279,295	323,542	261,000	261,000	-19%	261,000
Miscellaneous Revenue	5,257	7,636	2,100	5,000	-35%	5,000
Total Revenue:	\$ 477,531	\$ 1,479,768	\$ 1,144,200	\$ 1,201,100	-19%	\$ 1,001,100
Net County Cost:	\$ (209,067)	\$ (265,644)	\$ 230,002	\$ 156,218	-159%	\$ 356,218
Allocated Positions	15	15	15	15	0%	15

CORE FUNCTION: REVENUE SERVICES

Centralized Billing & Collection Services Program

Program Purpose: To provide cost effective billing and collection services using professional collection agents, an accurate billing and receipting system, the Franchise Tax Board's Court-Ordered Debt and Tax Intercept Programs, and other tools that are available to maximize County revenue collections.

Total Expenditures: \$1,477,502

Total Staffing: 15.00

- **Key Intended Outcome:** Placer County receives outstanding revenues that are due.

Centralized Billing & Collection Services Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
\$ collected	\$14,000,000	N/A	\$14,500,000
# of hard dollars collected	\$5,800,000	N/A	\$6,000,000
# of tax-administration dollars collected	\$8,000,000	N/A	\$8,000,000
% of hard dollars collected versus other collections	41%	N/A	41%
Note: Hard dollars are collections that are not tax-administration or franchise fees and they require the most collection efforts by the department. Tax-administration dollars refers to transient occupancy taxes and various franchise fees that are collected by the department.			

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PROPRIETARY FUNDS

CENTRAL SERVICES DIVISION

INTERNAL SERVICE FUND

FUND 250305 / APPROPRIATION 06380

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Operating Expenses						
Salaries and Employee Benefits	\$ 480,541	\$ 556,395	\$ 639,728	\$ 639,728	15%	\$ 639,728
Services and Supplies	1,168,057	1,268,166	1,227,019	1,219,740	-4%	1,215,740
Other Charges	16,100	26,251	25,920	25,920	-1%	25,920
Other Financing Uses	147,330	129,115	90,626	90,626	-30%	90,626
Total Operating Expenditures:	\$ 1,812,028	\$ 1,979,927	\$ 1,983,293	\$ 1,976,014	0%	\$ 1,972,014
Revenue						
Revenue from Use of Money and Property	\$ 31,852	\$ 10,451	\$ 15,000	\$ 15,000	44%	\$ 10,000
Charges for Services	1,393,204	1,395,616	1,691,000	1,638,899	17%	1,697,548
Miscellaneous Revenue	317,299	275,691	277,293	277,293	1%	264,466
Other Financing Sources	(8,617)	-	-	-	0%	-
Total Revenue:	\$ 1,733,738	\$ 1,681,758	\$ 1,983,293	\$ 1,931,192	15%	\$ 1,972,014
Net Income (Loss)	\$ (78,290)	\$ (298,169)	\$ -	\$ (44,822)	-85%	\$ -
Fixed Assets	\$ 75,868	\$ 17,393	\$ 77,757	\$ 77,757	347%	\$ 29,494
Allocated Positions	10	10	10	10	0%	10

Program Purpose: Central Services provides reprographic, mail and records-management services, including design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience copier service, forms and paper inventory, mail service and county record storage and retention.

TELECOMMUNICATION SERVICES DIVISION

INTERNAL SERVICE FUND

FUND 250100 / APPROPRIATION 02100

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Operating Expenses						
Salaries and Employee Benefits	\$ 1,016,490	\$ 1,232,235	\$ 1,797,945	\$ 1,785,791	45%	\$ 1,785,791
Services and Supplies	2,703,108	2,639,146	2,839,138	2,804,373	6%	2,804,373
Other Charges	84,027	83,465	233,760	233,760	180%	233,760
Other Financing Uses	138,000	153,298	164,141	164,141	7%	164,141
Residual Equity Transfer	-	-	-	-	0%	-
Intra Fund Transfers	-	-	-	-	0%	-
Appropriations for Contingencies	-	-	-	-	0%	-
Total Operating Expenditures:	\$ 3,941,625	\$ 4,108,144	\$ 5,034,984	\$ 4,988,065	21%	\$ 4,988,065
Revenue						
Licenses, Permits and Franchises	\$ 25,844	\$ 25,844	\$ 25,844	\$ 25,844	0%	\$ 25,844
Revenue from Use of Money and Property	74,324	27,635	40,000	40,000	45%	40,000
Charges for Services	3,663,673	4,095,587	4,809,939	4,809,939	17%	4,809,939
Miscellaneous Revenue	15	86	-	-	-100%	-
Total Revenue:	\$ 3,800,347	\$ 4,185,643	\$ 5,034,984	\$ 5,034,984	20%	\$ 5,034,984
Net Income (Loss)	\$ (141,278)	\$ 77,499	\$ -	\$ 46,919	-39%	\$ 46,919
Fixed Assets	\$ 341,516	\$ 451,061	\$ 60,000	\$ 60,000	-87%	\$ 110,117
Allocated Positions	14	16	20	20	25%	20

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Program Purpose: Telecommunication Services provides planning, development and logistical support of all countywide communications systems. The Administrative Services Department is conducting a study to identify a plan for the replacement and upgrade of the County radio system, which is a significant project in terms of the scope of the study and the estimated system-replacement cost. Ultimately, the radio system will require new frequency bands to accommodate digital technology.

ADMINISTRATION & SUPPORT

OPERATING FUND

FUND 100 / APPROPRIATION 11200

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 629,349	\$ 548,291	\$ 702,827	\$ 697,347	27%	\$ 697,347
Services and Supplies	47,778	63,070	55,110	44,706	-29%	44,706
Intra Fund Charges	22,474	46,614	53,593	53,593	15%	53,593
Gross Budget:	<u>777,627</u>	<u>731,066</u>	<u>845,130</u>	<u>829,246</u>	13%	<u>829,246</u>
Intra Fund Credits	(399,223)	(428,538)	(440,025)	(440,025)	3%	(440,025)
Net Budget:	<u>\$ 378,404</u>	<u>\$ 302,528</u>	<u>\$ 405,105</u>	<u>\$ 389,221</u>	29%	<u>\$ 389,221</u>
Revenue						
Charges for Services	\$ 232,261	\$ 212,625	\$ 303,612	\$ 303,612	43%	\$ 303,612
Miscellaneous Revenue	59,268	36,892	67,893	67,893	84%	67,893
Total Revenue:	<u>\$ 291,529</u>	<u>\$ 249,517</u>	<u>\$ 371,505</u>	<u>\$ 371,505</u>	49%	<u>\$ 371,505</u>
Net County Cost:	<u>\$ 86,875</u>	<u>\$ 53,011</u>	<u>\$ 33,600</u>	<u>\$ 17,716</u>	-67%	<u>\$ 17,716</u>
Allocated Positions	10	10	10	10	0%	10

Program Purpose: To provide management and oversight to the divisions of the Administrative Services Department; administer department personnel actions, recruitment, and safety; and provide a complete range of department-based accounting services including accounts payable, accounts receivable, payroll, financial reporting, fiscal analysis, and budget administration. One hundred percent of this appropriation is charged out to the core functions and internal service funds listed previously.

Allocation of Administration and Support Expenditure Budget	Amount	Percent
Information Technology	\$278,674	33.6%
Procurement	23,943	2.9%
Revenue Services	117,896	14.2%
Telecommunication Services	207,733	25.1%
Central Services	89,855	10.8%
Other	111,145	13.4%
Total	<u>\$829,246</u>	<u>100%</u>

Administration & Financial Services

ADMINISTRATIVE SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2003-04

ADMINISTERED BY:

DIRECTOR OF ADMINISTRATIVE SERVICES

Appropriations	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND				
Revenue Services	\$ 1,214,124	15	\$ 1,357,318	15
Procurement Services	648,800	9	645,904	9
Information Technology Systems ¹	4,380,734	43	6,024,932	39
Administration	302,528	10	389,221	10
Subtotal General Fund	\$ 6,546,186	77	\$ 8,417,375	73
INTERNAL SERVICE FUNDS				
Telecommunication Services ² - Fund 250/100	\$ 4,559,205	16	\$ 5,098,182	20
Central Services ² - Fund 250/305	1,997,320	10	2,001,508	10
Subtotal Internal Service Funds	\$ 6,556,525	26	\$ 7,099,690	30
TOTAL ALL FUNDS	\$ 13,102,711	103	\$ 15,517,065	103

¹Name changed from Management Information Services in FY 2003-04.

²Budget includes total operating expenses and fixed assets.

Revenue Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10280

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	7,825	4,643	6,120	6,120	6,120
1002 Salaries and Wages	413,356	466,482	511,526	511,526	511,526
1003 Extra Help	2,890	7,538			
1005 Overtime & Call Back	795	38	4,284	1,000	1,000
1006 Sick Leave Payoff	11,195	13,108			
1300 P.E.R.S.	27,880	31,679	64,061	64,061	64,061
1301 F.I.C.A.	32,337	36,571	39,928	39,928	39,928
1310 Employee Group Ins	64,744	74,719	121,868	121,868	121,868
1315 Workers Comp Insurance	6,032	19,764	23,764	23,764	23,764
Total Salaries & Benefits	567,054	654,542	771,551	768,267	768,267
Services & Supplies					
2020 Clothes & Personal Supplies	292				
2051 Communications - Telephone	21,080	23,867	24,500	24,500	24,500
2140 Gen Liability Ins	2,411	2,503	4,172	4,172	4,172
2290 Maintenance - Equipment	903	322	500	500	500
2439 Membership/Dues	1,025	988	1,300	1,300	1,300
2461 Dept Cash Shortage	24				
2481 PC Acquisition		12,613	4,000	2,600	2,600
2511 Printing	4,805	3,855	4,000	4,000	4,000
2522 Other Supplies	281	21	700	700	700
2523 Office Supplies & Exp	8,072	6,490	7,000	7,000	7,000
2524 Postage	77,674	11,747	22,500	22,500	22,500
2555 Prof/Spec Svcs - Purchased	149,351	302,083	326,800	326,800	326,800
2561 Legal Services	405	223	7,200	2,000	2,000
2701 Publications & Legal Notices	639		250	250	250
2709 Rents & Leases - Computer SW	2,438	2,667	2,926	2,926	2,926
2710 Rents & Leases - Equipment	7,185	21			
2711 Rents & Leases - Auto		287			
2809 Rents and Leases-PC	4,860	3,268			
2840 Special Dept Expense	63,779	63,355	73,043	73,043	73,043
2844 Training	825	855	5,000	1,000	1,000
2931 Travel & Transportation	1,715	1,935	3,700	1,700	1,700
2941 County Vehicle Mileage	364		2,000	1,000	1,000
Total Services & Supplies	348,128	437,100	489,591	475,991	475,991
Charges From Departments					
5310 I/T Employee Group Insurance	10,045	15,415	21,909	21,909	21,909
5405 I/T Maintenance - Bldgs & Improvem	3,732	4,531	1,300	1,300	1,300
5550 I/T - Administration	140,017	121,353	120,283	120,283	120,283
5552 I/T - MIS Services	77,078	89,166	72,868	72,868	72,868
5556 I/T - Professional Services	13,854	498			
5844 I/T Training	50	50			
Total Charges From Departments	244,776	231,013	216,360	216,360	216,360
Gross Budget	1,159,958	1,322,655	1,477,502	1,460,618	1,460,618
Less: Charges to Departments					
5002 I/T - County General Fund	(755,540)	(8,348)	(10,000)	(10,000)	(10,000)
5004 I/T - Road Fund	(429)	(709)	(100)	(100)	(100)
5009 I/T - County Library Fund	(1,062)	(941)	(500)	(500)	(500)
5011 I/T - Public Safety Fund	(126,853)	(90,128)	(52,500)	(52,500)	(52,500)
5026 I/T - Advertising & Promotion Fund	(7,610)	(8,405)	(40,200)	(40,200)	(40,200)
Total Charges to Departments	(891,494)	(108,531)	(103,300)	(103,300)	(103,300)
Net Budget	268,464	1,214,124	1,374,202	1,357,318	1,357,318

Revenue Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10280

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Less: Revenues					
6850 Vehicle Code Fines	(1,023)	(1,211)	(1,100)	(1,100)	(1,100)
6856 Other Court Fines	(116)				
6867 Civil Assessmnt 1214.1 PC	(176,544)	(253,418)	(180,000)	(200,000)	
6886 Coll PGM-PC 1463.007		(887,872)	(700,000)	(734,000)	(734,000)
6950 Interest	(15,296)	(6,089)			
8122 Legal Services	(16,992)	(12,251)			
8147 Installment Fees (PC1205)	(221,470)	(276,664)	(238,000)	(238,000)	(238,000)
8193 Other Services	(2,295)	(1,773)	(3,000)	(3,000)	(3,000)
8212 Other General Reimbursement	(38,538)	(32,854)	(20,000)	(20,000)	(20,000)
8764 Miscellaneous Revenues	(5,257)	(7,636)	(2,100)	(5,000)	(5,000)
Total Revenues	(477,531)	(1,479,768)	(1,144,200)	(1,201,100)	(1,001,100)
Net County Cost	(209,067)	(265,644)	230,002	156,218	356,218

Procurement Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10400

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	1,055	584	1,224	1,224	1,224
1002 Salaries and Wages	395,752	418,620	436,990	419,313	419,313
1005 Overtime & Call Back	51	116	3,622	3,622	3,622
1006 Sick Leave Payoff		40,233			
1300 P.E.R.S.	27,013	31,293	54,665	52,437	52,437
1301 F.I.C.A.	29,745	34,418	33,801	32,448	32,448
1310 Employee Group Ins	47,709	64,180	74,448	71,414	71,414
1315 Workers Comp Insurance	6,565	6,448	5,390	5,175	5,175
1320 Retired Employee Grp Ins	81				
Total Salaries & Benefits	507,971	595,892	610,140	585,633	585,633
Services & Supplies					
2020 Clothes & Personal Supplies	187				
2051 Communications - Telephone	13,324	12,734	14,419	14,419	14,419
2290 Maintenance - Equipment	216	161	687	687	687
2439 Membership/Dues	1,010	1,694	758	758	758
2511 Printing	8,071	9,392	7,681	7,681	7,681
2522 Other Supplies	16	21	1,000	1,000	1,000
2523 Office Supplies & Exp	3,683	4,912	5,332	5,332	5,332
2524 Postage	9,048	9,801	8,737	8,737	8,737
2555 Prof/Spec Svcs - Purchased		3,882	5,000	5,000	5,000
2701 Publications & Legal Notices	386		197	197	197
2709 Rents & Leases - Computer SW	2,375	2,448	2,670	2,670	2,670
2840 Special Dept Expense	4,626	3,238	1,500	1,500	1,500
2844 Training	1,692	1,354	5,146	5,146	5,146
2931 Travel & Transportation	561	2,714	3,746	3,746	3,746
2941 County Vehicle Mileage	112		253	253	253
Total Services & Supplies	45,307	52,351	57,126	57,126	57,126
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	358	268			
5550 I/T - Administration	24,472	20,946	24,427	24,427	24,427
5840 I/T Special Dept Expense	90				
5844 I/T Training	50	50			
Total Charges From Departments	24,970	21,264	24,427	24,427	24,427
Gross Budget	578,248	669,507	691,693	667,186	667,186
Less: Charges to Departments					
5002 I/T - County General Fund	(10,335)	(20,707)	(21,282)	(21,282)	(21,282)
Total Charges to Departments	(10,335)	(20,707)	(21,282)	(21,282)	(21,282)
Net Budget	567,913	648,800	670,411	645,904	645,904
Less: Revenues					
8212 Other General Reimbursement	(35,839)				
8218 Forms and Photocopies	(128)	(252)	(203)	(203)	(203)
8753 Other Sales	(18,653)	(13,923)	(16,240)	(16,240)	(16,240)
8764 Miscellaneous Revenues	(1,720)	(1,435)	(2,420)	(2,420)	(2,420)
Total Revenues	(56,340)	(15,610)	(18,863)	(18,863)	(18,863)
Net County Cost	511,573	633,190	651,548	627,041	627,041

Information Technology Systems Division

General Fund

Fund: 100

Subfund: 0

Appropriation: 11040

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	5,792	5,394	6,746	6,746	6,746
1002 Salaries and Wages	2,231,063	2,676,954	2,563,143	2,563,143	2,563,143
1005 Overtime & Call Back	79,689	61,778	52,785	52,785	52,785
1300 P.E.R.S.	151,614	183,454	315,568	315,568	315,568
1301 F.I.C.A.	175,115	204,352	200,635	200,635	200,635
1310 Employee Group Ins	219,910	274,071	338,609	338,609	338,609
1315 Workers Comp Insurance	17,112	31,710	38,087	38,087	38,087
Total Salaries & Benefits	2,880,295	3,437,713	3,515,573	3,515,573	3,515,573
Services & Supplies					
2020 Clothes & Personal Supplies	872				
2051 Communications - Telephone	87,455	78,147	89,900	89,900	89,900
2273 Parts	60,010	40,022	46,650	46,650	46,650
2290 Maintenance - Equipment	73,556	115,240	100,000	100,000	100,000
2292 Maintenance - Software		1,324,361	1,712,395	1,712,395	1,720,395
2439 Membership/Dues			750	750	750
2481 PC Acquisition	30,534	42,772	238,000	154,850	154,850
2511 Printing	2,352	5,194	6,450	6,450	6,450
2521 Operating Supplies		45,597			
2522 Other Supplies		57	7,750	7,750	7,750
2523 Office Supplies & Exp	19,215	28,969	31,250	31,250	31,250
2524 Postage	226	130	875	875	875
2555 Prof/Spec Svcs - Purchased	157,570	81,562	245,815	200,000	213,235
2556 Prof/Spec Svcs - County			534,367	534,367	534,367
2701 Publications & Legal Notices	181	7	3,500	3,500	3,500
2709 Rents & Leases - Computer SW	14,072	14,405	17,129	17,129	17,129
2710 Rents & Leases - Equipment	412,909	275,544	661,265	661,265	692,590
2727 Rents & Leases - Bldgs & Impr			11,250	11,250	11,250
2744 Small Tools & Instruments		27	350	350	350
2809 Rents and Leases-PC	314,818	199,343			
2840 Special Dept Expense	1,290,531	347,514	103,000	103,000	477,763
2844 Training	48,373	55,273	82,148	72,148	86,296
2931 Travel & Transportation	33,975	12,637	30,000	30,000	30,000
2941 County Vehicle Mileage	1,204	922	3,050	3,050	3,050
Total Services & Supplies	2,547,853	2,667,723	3,925,894	3,786,929	4,228,400
Fixed Assets					
4451 Equipment	82,514	75,018			
Total Fixed Assets	82,514	75,018			
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	3,515	6,638	3,500	3,500	3,500
5550 I/T - Administration	236,534	265,538	284,315	284,315	284,315
5844 I/T Training		300			
Total Charges From Departments	240,049	272,476	287,815	287,815	287,815
Gross Budget	5,750,711	6,452,930	7,729,282	7,590,317	8,031,788
Less: Charges to Departments					
5002 I/T - County General Fund	(654,580)	(604,138)	(634,089)	(634,089)	(634,089)
5004 I/T - Road Fund	(10,190)	(11,845)	(11,675)	(11,675)	(11,675)
5008 I/T - County Office Bldg Fund	(3,249)	(3,763)	(3,417)	(3,417)	(3,417)
5009 I/T - County Library Fund	(3,945)	(11,860)	(2,318)	(2,318)	(2,318)
5011 I/T - Public Safety Fund	(1,211,666)	(1,385,313)	(1,354,051)	(1,354,051)	(1,354,051)
5015 I/T - Comm Services Fund	(1,051)	(1,160)	(1,306)	(1,306)	(1,306)
5022 I/T - Mental Health Fund	(7,014)	(54,117)			
Total Charges to Departments	(1,891,695)	(2,072,196)	(2,006,856)	(2,006,856)	(2,006,856)

Information Technology Systems Division

General Fund

Fund: 100

Subfund: 0

Appropriation: 11040

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
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Net Budget	3,859,016	4,380,734	5,722,426	5,583,461	6,024,932
Less: Revenues					
8114 Data Processing Services	(301,193)	(420,234)	(342,212)	(342,212)	(342,212)
8194 Investment Services	(16,549)				
8764 Miscellaneous Revenues	(115)	(327)			
8780 Contributions from Other Funds	(26)				
Total Revenues	(317,883)	(420,561)	(342,212)	(342,212)	(342,212)
Net County Cost	3,541,133	3,960,173	5,380,214	5,241,249	5,682,720

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11200

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1002 Salaries and Wages	478,981	450,809	515,344	515,344	515,344
1005 Overtime & Call Back	796		6,480	1,000	1,000
1006 Sick Leave Payoff	43,382	560			
1300 P.E.R.S.	35,603	30,327	62,858	62,858	62,858
1301 F.I.C.A.	35,301	30,823	39,920	39,920	39,920
1310 Employee Group Ins	31,521	33,601	74,781	74,781	74,781
1315 Workers Comp Insurance	3,765	2,171	3,444	3,444	3,444
Total Salaries & Benefits	629,349	548,291	702,827	697,347	697,347
Services & Supplies					
2020 Clothes & Personal Supplies	289				
2051 Communications - Telephone	14,966	13,923	15,384	15,384	15,384
2140 Gen Liability Ins	1,720	2,003	1,973	1,973	1,973
2290 Maintenance - Equipment	216	408	425	425	425
2439 Membership/Dues	335	340	400	400	400
2481 PC Acquisition		8,037	7,800	5,100	5,100
2511 Printing	2,262	1,141	2,600	2,600	2,600
2522 Other Supplies	555				
2523 Office Supplies & Exp	5,427	10,143	8,000	8,000	8,000
2524 Postage	61	82	300	300	300
2555 Prof/Spec Svcs - Purchased			1,000		
2709 Rents & Leases - Computer SW	1,991	2,116	2,074	2,074	2,074
2809 Rents and Leases-PC	2,779	2,786			
2840 Special Dept Expense	9,558	15,802	500	500	500
2844 Training	444	332	3,037	1,000	1,000
2931 Travel & Transportation	1,321	557	6,167	1,500	1,500
2932 Mileage	5,400	5,400	5,400	5,400	5,400
2941 County Vehicle Mileage	454		50	50	50
Total Services & Supplies	47,778	63,070	55,110	44,706	44,706
Other Financing Uses					
3780 Contrib to Other Funds	78,026	73,091	33,600	33,600	33,600
Total Other Financing Uses	78,026	73,091	33,600	33,600	33,600
Charges From Departments					
5310 I/T Employee Group Insurance	14,688	20,990	27,306	27,306	27,306
5405 I/T Maintenance - Bldgs & Improvem	207	1,652	500	500	500
5552 I/T - MIS Services	3,108	3,599	4,505	4,505	4,505
5556 I/T - Professional Services	4,471	20,209	21,282	21,282	21,282
5840 I/T Special Dept Expense		14			
5844 I/T Training		150			
Total Charges From Departments	22,474	46,614	53,593	53,593	53,593
Gross Budget	777,627	731,066	845,130	829,246	829,246
Less: Charges to Departments					
5002 I/T - County General Fund	(393,389)	(413,546)	(435,025)	(435,025)	(435,025)
5011 I/T - Public Safety Fund	(5,834)	(14,992)	(5,000)	(5,000)	(5,000)
Total Charges to Departments	(399,223)	(428,538)	(440,025)	(440,025)	(440,025)
Net Budget	378,404	302,528	405,105	389,221	389,221
Less: Revenues					
8110 Admin Services - Admin Support	(232,261)	(212,625)	(303,612)	(303,612)	(303,612)
8782 Contributions from Other Agencie	(59,268)	(36,892)	(67,893)	(67,893)	(67,893)
Total Revenues	(291,529)	(249,517)	(371,505)	(371,505)	(371,505)
Net County Cost	86,875	53,011	33,600	17,716	17,716

Fund: 250 County Services Fund
Subfund: 100 Telecommunication Services
Budget Unit: 2100 Telecommunications Service

Approved
Adopted by
the Board
of Supervisors
2003-04
(6)

Operating Detail (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Department Request 2003-04 (4)	Recommended by C.E.O. 2003-04 (5)	Approved Adopted by the Board of Supervisors 2003-04 (6)
Operating Income					
8118 Communciation Services - Tel	3,108,331	3,094,024	3,023,700	3,023,700	3,023,700
8119 Communciation Services - Rad	554,779	641,881	816,721	816,721	816,721
8123 Communciation Services - Med		52,380	63,500	63,500	63,500
8124 Comm Services - Network Inf		307,279	905,018	905,018	905,018
8212 Other General Reimbursement	563	23	1,000	1,000	1,000
Total Operating Income	3,663,673	4,095,587	4,809,939	4,809,939	4,809,939
Operating Expenses					
1002 Salaries and Wages	759,651	911,039	1,265,045	1,265,045	1,265,045
1004 Accr Compensated Leave	2,841	39,346			
1005 Overtime & Call Back	43,535	39,460	59,154	47,000	47,000
1300 P.E.R.S.	47,496	58,041	151,645	151,645	151,645
1301 F.I.C.A.	60,168	68,685	101,301	101,301	101,301
1310 Employee Group Ins	84,502	101,570	213,866	213,866	213,866
1315 Workers Comp Insurance	18,297	14,094	6,934	6,934	6,934
2017 Uniforms	1,232	1,270			
2020 Clothes & Personal Supplies	1,992	533	1,650	1,650	1,650
2051 Communications - Telephone	13,993	9,907	8,424	8,424	8,424
2054 Telecomm Trunks/Circuits	1,102,918	1,093,575	1,104,863	1,104,863	1,104,863
2140 Gen Liability Ins	6,850	7,264	9,718	9,718	9,718
2273 Parts		5			
2290 Maintenance - Equipment	148,066	109,482	225,815	200,000	200,000
2310 Employee Benefits Systems	11,410	16,825	22,112	22,112	22,112
2405 Materials - Bldgs & Impr	38,501	44,476	21,200	21,200	21,200
2439 Membership/Dues	429	429	750	750	750
2481 PC Acquisition	3,731	26,148	25,800	16,850	16,850
2511 Printing	9,624	5,621	6,000	6,000	6,000
2521 Operating Supplies	499,070	373,398	516,000	516,000	516,000
2522 Other Supplies	7,140	662	12,000	12,000	12,000
2523 Office Supplies & Exp	12,987	10,337	9,640	9,640	9,640
2524 Postage	4,206	4,258	4,500	4,500	4,500
2550 Administration	132,019	140,601	211,938	211,938	211,938
2555 Prof/Spec Svcs - Purchased	242,440	207,094	160,420	160,420	160,420
2556 Prof/Spec Svcs - County	69,460	95,016	124,706	124,706	124,706
2701 Publications & Legal Notices	1,321	588	2,000	2,000	2,000
2709 Rents & Leases - Computer S	10,866	12,936	12,526	12,526	12,526
2710 Rents & Leases - Equipment	116,649	154,765	152,324	152,324	152,324
2711 Rents & Leases - Auto		1,039			
2727 Rents & Leases - Bldgs & Impr	33,033	36,274	32,502	32,502	32,502
2744 Small Tools & Instruments	17,416	13,115	13,750	13,750	13,750
2770 Fuels & Lubricants	219	256	500	500	500
2809 Rents and Leases-PC	14,821	6,529			
2840 Special Dept Expense	62,157	123,116	1,500	1,500	1,500
2844 Training	23,589	17,782	35,500	35,500	35,500
2931 Travel & Transportation	18,477	21,547	19,500	19,500	19,500
2941 County Vehicle Mileage	63,523	68,044	65,000	65,000	65,000
2965 Utilities	34,969	36,254	38,500	38,500	38,500
3551 Transfer Out A-87 Costs	138,000	138,000	142,141	142,141	142,141
3701 Equipment Depreciation	82,206	81,644	233,760	233,760	233,760
3702 Bldg & Impr Depreciation	1,821	1,821			
3776 Contrib Auto Working Capital		15,298	22,000	22,000	22,000
Total Operating Expenses	3,941,625	4,108,144	5,034,984	4,988,065	4,988,065
Net Operating Income (Loss)	(277,952)	(12,557)	(225,045)	(178,126)	(178,126)
Non-Operating Revenue (Expense)					
6770 Franchises	25,844	25,844	25,844	25,844	25,844
6950 Interest	74,324	27,635	40,000	40,000	40,000
8761 Insurance Refunds		86			
8764 Miscellaneous Revenues	15				

Fund: 250 County Services Fund
Subfund: 100 Telecommunication Services
Budget Unit: 2100 Telecommunications Service

Operating Detail (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Department Request 2003-04 (4)	Recommended by C.E.O. 2003-04 (5)	Approved Adopted by the Board of Supervisors 2003-04 (6)
8779 Contributions from General Fund	36,491	36,491	154,201	154,201	154,201
8780 Contributions from Other Funds			5,000	5,000	5,000
Total Non-Operating Revenue (Expense)	136,674	90,056	225,045	225,045	225,045
Net Income (Loss)	(141,278)	77,499		46,919	46,919
Fixed Assets					
4151 Buildings & Improvements	74,445				
4451 Equipment	267,071	451,061	60,000	60,000	110,117
Total Fixed Assets	341,516	451,061	60,000	60,000	110,117

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2003-04

County Budget Form
Schedule 10

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

Approved
Adopted by
the Board
of Supervisors
2003-04
(6)

Operating Detail (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Department Request 2003-04 (4)	Recommended by C.E.O. 2003-04 (5)	Approved Adopted by the Board of Supervisors 2003-04 (6)
Operating Income					
8373 Quick Copy Revenue	420,067	434,782	487,958	487,958	509,800
8375 Printing Revenue	281,890	267,473	298,941	298,941	333,660
8376 Convenience Copier Revenue	486,500	506,238	668,426	532,000	651,137
8388 Mail Services	204,747	187,123	235,675	320,000	202,951
8774 Inventory Sales	305,003	265,090	246,504	246,504	253,936
Total Operating Income	1,698,207	1,660,706	1,937,504	1,885,403	1,951,484
Operating Expenses					
1002 Salaries and Wages	364,730	392,286	414,752	414,752	414,752
1004 Accr Compensated Leave	(435)	4,264			
1005 Overtime & Call Back	173	26	788	788	788
1007 Comp for Absence-Illness	1,251				
1300 P.E.R.S.	24,367	26,163	51,848	51,848	51,848
1301 F.I.C.A.	27,890	29,697	31,789	31,789	31,789
1310 Employee Group Ins	41,279	53,672	81,310	81,310	81,310
1315 Workers Comp Insurance	21,286	50,287	59,241	59,241	59,241
2020 Clothes & Personal Supplies	867	410			
2051 Communications - Telephone	13,393	13,292	12,696	12,696	12,696
2140 Gen Liability Ins	3,383	3,411	4,328	4,328	4,328
2290 Maintenance - Equipment	7,862	11,265	12,459	12,459	21,659
2310 Employee Benefits Systems	8,052	10,811	16,926	16,926	16,926
2405 Materials - Bldgs & Impr	19,090	27,162	20,877	20,877	27,677
2439 Membership/Dues	190	170	50	50	50
2481 PC Acquisition		14,363	3,000	1,950	1,950
2511 Printing	3,681	3,357	2,100	2,100	2,100
2522 Other Supplies	4,924	1,075	2,100	2,100	2,100
2523 Office Supplies & Exp	3,813	2,103	1,500	1,500	1,500
2524 Postage	4,059	5,362	5,000	5,000	5,000
2550 Administration	86,775	72,024	91,674	91,674	91,674
2555 Prof/Spec Svcs - Purchased	82,016	120,590	106,093	106,093	106,093
2556 Prof/Spec Svcs - County	5,318	37,645	2,871	2,871	2,871
2701 Publications & Legal Notices			300	300	300
2709 Rents & Leases - Computer S	4,965	5,355	5,502	5,502	5,502
2710 Rents & Leases - Equipment	451,768	492,781	511,572	511,572	511,572
2727 Rents & Leases - Bldgs & Impr	20,604	40,989	49,892	49,892	29,892
2809 Rents and Leases-PC	7,819	3,039			
2840 Special Dept Expense	186,122	146,584	98,250	98,250	98,250
2844 Training	1,098	202	1,000	1,000	1,000
2920 Inventory Purchases	238,618	228,792	235,000	235,000	235,000
2931 Travel & Transportation	775	113	500	500	500
2941 County Vehicle Mileage	8,221	6,689	7,100	7,100	7,100
2965 Utilities	4,644	20,582	36,229	30,000	30,000
3551 Transfer Out A-87 Costs	132,083	114,115	75,626	75,626	75,626
3701 Equipment Depreciation	16,100	26,251	25,920	25,920	25,920
3775 Operating Transfer Out	15,247	15,000	15,000	15,000	15,000
Total Operating Expenses	1,812,028	1,979,927	1,983,293	1,976,014	1,972,014
Net Operating Income (Loss)	(113,821)	(319,221)	(45,789)	(90,611)	(20,530)
Non-Operating Revenue (Expense)					
6950 Interest	31,852	10,451	15,000	15,000	10,000
8752 Gain/Loss on F/A Disposal	(8,617)				
8762 State Compensation Insurance R	193				
8764 Miscellaneous Revenues	12,103	10,601	30,789	30,789	10,530
Total Non-Operating Revenue (Expense)	35,531	21,052	45,789	45,789	20,530
Net Income (Loss)	(78,290)	(298,169)	(45,789)	(44,822)	
Fixed Assets					
4451 Equipment	75,868	17,393	77,757	77,757	29,494
Total Fixed Assets	75,868	17,393	77,757	77,757	29,494